



Office of Institutional Research & Effectiveness (IRE)

Institutional Research Survey Sample Protocol

As of November 13, 2019

Institutional Research (IR) will facilitate the distribution of surveys to students, faculty or staff of the University conducted by members of the University community when those surveys inform institutional decision making and the evaluation, and/or design of programs or interventions to improve the institution, as well as benefit those populations being surveyed. In order for IR to complete a survey sample request, the research study must have support and commitment from a University administrator with the understanding that the results will be used to inform University decisions. The researcher must commit to sharing back with that University administrator the results of the survey for use in institutional decision-making and with IR for archiving. It is the researcher's responsibility to establish the plan and collaboration with the University administrator. This does not preclude departments or colleges from using their own sources to sample their own students, such as when departments maintain subject pools for research within their discipline. Note that IR does not supply survey samples for faculty research, students' course work or thesis/dissertation research.

Institutional Research (IR) completes requests for survey samples to be drawn after obtaining a statement of commitment from a University administrator as described above and from the researcher. The researcher must provide IR a copy of any related Human Subjects/IRB approvals (or IRB Exemption) and confidentiality agreements such as certificates of confidentiality. The researcher must also provide IR the desired parameters for the sample (e.g., sample size, demographic distribution, class standing, and residence). IR will pull survey samples for researchers based on requested data elements. However, even with Human Subjects/IRB approval, IR will only provide individual information to the researcher that is included in the campus directory (see data elements below). Demographic information such as sex and race/ethnicity will not be provided. Researchers can obtain these data by 1) asking survey respondents to self-report the information as part of the survey instrument, or 2) where it is not an anonymous survey, provide IR with the survey respondent file with email identifiers for IR to append this information and then return the file with identifiers removed. Unless a full population census is required to accomplish the research, only stratified random samples are provided for survey and research studies.

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IR will provide an email list and other requested information and the researcher will need to manage the survey administration. The email list is intended for the specific (survey) sample request only. A specific request must be made for each sample or project.

Student Directory information is as follows:

- Name
- College
- Classification (FR, SO, JR, SR, Masters, Doctorate)
- Local Address
- Local Phone
- Permanent Address
- Permanent Phone
- E-mail

Employee Directory information is as follows:

- Name
- Title(s)
- Department
- Campus Address
- Campus Phone
- E-mail

And if available,

- Home Address
- Home Telephone Number

FERPA regulations will be considered when this type of information is requested. Individuals who indicate they would not like their directory information to be released may be included in a sample; however, their directory information will not be provided to the researcher.

This protocol should be followed until further notice. Any questions regarding this protocol should be directed to Institutional Research at 302.831.2021 or ire-info@udel.edu.